

## ROUTING AND TRANSMITTAL SLIP

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1. *EO/DDA*2. *A/DDA*3. *DDA*4. *MS EO*

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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

*2601/5*

*B.A. - info*

*Send cc of the attached with cc of [unclear] to all O/D's; request their input by 15 Dec. As of [unclear] 18 Dec deadline - pls return this to me so I can run with [unclear]*

*done*

*8 DEC 1981*

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FROM: (Name, org. symbol, Agency/Post)

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MORI/CDF Pages 5 &amp; 6

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7 December 1981

MEMORANDUM FOR: See Distribution

FROM: Robert M. Gates  
Director, Office of Policy and Planning

SUBJECT: DCI's Annual Report to Congress

1. The attached DCI memorandum (Tab A) provides general guidelines for preparing the DCI's Annual Report to the Congress. The DDCI has asked my office to take the lead in compiling the CIA's portion of the report. We will need contributions from your components no later than noon, 18 December.

2. Your submissions should follow the same general format of last year's report--I have attached a copy to use as a guide (Tab B). You may also want to comment on topics the DCI plans to address in his overview. Admiral Inman would like to emphasize the rebuilding theme, particularly efforts to improve analysis and policy support. The entire CIA chapter will again be limited to 10-12 double-spaced, typewritten pages, but your entire submission will be provided to the DDCI for review.

3. Please provide your contribution to [redacted] Policy Review Staff, Room 7E19, Headquarters. If you have any questions, you may call her on [redacted]

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[redacted]  
Robert M. Gates

Attachments:

- A. DCI memorandum
- B. CIA portion of 1980 Annual Report

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ADMINISTRATIVE-INTERNAL USE ONLY  
UPON REMOVAL OF ATTACHMENT B

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- 1 - DDCI
  - 2 - DDA
  - 3 - DDO
  - 4 - DDS&T
  - 5 - D/NFAC
  - 6 - IG
  - 7 - GC
  - 8 - Comptroller
  - 9 - D/EEO
  - 10 - D/OP
  - 11 - D/OPP
  - 12 - C/EAS/OPP
  - 13 - C/IAS/OPP
  - 14 - C/PS/OPP
  - 15 - EXCOM Annual Rpt file
  - 16 - EXCOM Chrono
  - 17 - ER via ES
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